

To: «School\_Coordinator\_Fname» «School\_Coordinator\_Lname» | «School\_Coordinator\_Title» |  
[«School\\_Coordinator\\_Email»](#) | «School\_Coordinator\_Phone»

Assessment Date: «Scheduled\_Assessment\_Date»

Sampled Grade: «Sampled\_Grade»

**Subject:** «School\_Name» NAEP School Coordinator Task 1 and 2 due Sept. 30<sup>th</sup>

Dear «School\_Coordinator\_Fname» «School\_Coordinator\_Lname»,

I hope your school year is off to a great start! «School\_Name» was chosen to represent the nation during the National Assessment of Educational Progress (NAEP) digitally based pilot assessments (DBA) for mathematics, reading, and writing. These assessments will be given on NAEP provided tablets with keyboards at grades 4, 8, and 12. Results from these pilot assessments will not be released but they will be used to inform future NAEP assessments. The NAEP reading and mathematics pilot tests for grades 4 and 8 are considered by the U.S. Department of Education, including the Title I office, as required under the Elementary and Secondary Education Act (ESEA) reauthorization of 2001 for any district receiving Title I funding.

In July, I sent «School\_Name» a notification of selection for Grade «Sampled\_Grade» on «Scheduled\_Asmt\_Day\_of\_Week», «Scheduled\_Assessment\_Date». In August, «Principal\_Title» «Principal\_Fname» «Principal\_Lname» was asked to designate a NAEP School Coordinator who will be our single point of contact for all matters pertaining to the assessment. As the NAEP School Coordinator, you are the liaison for all NAEP assessment activities in your school and have expertise about student participation in statewide assessments; knowledge about collecting student information; and are familiar with using a computer. Montana will be awarding renewal units to School Coordinators who successfully complete all NAEP tasks during the assessment window. These are the same tasks performed in NAEP 2015, however, considerable site modifications have been applied since the prior administration to better assist schools with coordinating NAEP (see *List of MyNAEP Website Improvements* link).

**In order to complete NAEP School Coordinator Task 1 and 2, please complete the following by Sept. 30th:**

1. **register on the MyNAEP website to familiarize yourself with the website** (see attached *MyNAEP Registration Instructions*),
2. **verify the “Provide School Information” and “School Characteristics Information” on MyNAEP, and**
3. **review School Coordinator list of activities** (see attached *School Coordinator Timeline and Checklist*).

It is estimated that this process should take no more than fifteen minutes of your time. Thank you in advance for your assistance and prompt action regarding this request. I look forward to collaborating with you to ensure the successful administration of NAEP 2016! If you have any questions or concerns, please don't hesitate to contact me. You can reach me during normal working hours at 406.444.3450 or [amcgrath@mt.gov](mailto:amcgrath@mt.gov).

Sincerely,

**Ashley McGrath | NAEP State Coordinator** | Measurement and Accountability Division  
Montana Office of Public Instruction | PO Box 202501 | Helena, MT 59620-2501  
[amcgrath@mt.gov](mailto:amcgrath@mt.gov) | PH 406.444.3450

P.S. - This is the third «School\_Name» communication. In case you missed any of these e-mails or you would like more information about the contents of these communications, [click here](#).

**Enclosures:**

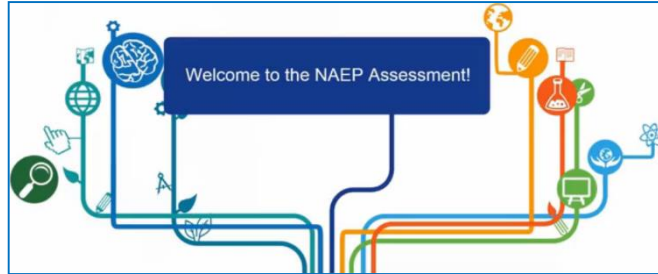
- MyNAEP Registration Instructions
- Calendar
- School Coordinator Timeline and Checklist
- [List of MyNAEP Website Improvements](#)

**TIPS** | The MyNAEP website is maintained by Westat and for technical difficulties, please contact the **NAEP Help Desk** via e-mail ([naephhelp@westat.com](mailto:naephhelp@westat.com)), phone (1-800-283-6237), or **Live Chat**. The NAEP Help Desk is staffed Monday through Friday between 8 a.m. and 5:30 p.m. ET. **MyNAEP Tutorials** are available under the “Help” page of [www.mynaep.com](http://www.mynaep.com).

## WANT MORE INFORMATION?



## DBA Information



## What Is The Assessment Like?



## Explore Items